

The Fleet *Express*

Safe, Efficient and Reliable
Transportation For State Employees

FALL 2014

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Fuel Card Exception Reports

OFMS recently announced the availability of the Fuel Card Exception reports for OFMS-leased vehicles. These reports are a tool for your agency to identify card abuse more quickly. Though rare, fuel card abuse does happen and needs your attention.

Be aware of what is being purchased, when and where the transactions occur and the frequency of transactions. A \$5.00 car wash may seem like a reasonable charge, but one a week is excessive. A fueling at 9:00 p.m. may be completely normal for an agency that operates 24/7 but a red flag for others. Nobody knows the proper operation of your vehicles better than you, the agency. As such, this review is paramount in catching fuel card

abuse quickly.

Here are a few key areas to watch out for:

- Transactions where quantity exceeds fuel tank size.
- After-hours transactions
- Premium or mid-grade purchases
- Multiple transactions in one day.
- Anything other than fuel that is purchased.

Should a suspect transaction be identified, make sure to research to ensure that it is legitimate. If you need additional detail or have any questions, please contact Patricia Roach at (804) 367-6935 or patriicia.roach@dgs.virginia.gov.

An example of the report is below:

EmailAddress	PoolNumber	CardNumber	TransactionDate	TransactionTime	Exception	MerchantLocatio	Product	Quantity	Cost
Jsmith@exe.vi	009899	111	7/28/2014	2042	HA	Shell - Equiva	PREMIUM	10.26	\$42.07
Jsmith@exe.vi	009999	123	7/31/2014	847	H	MOBIL 5239	PREMIUM	4.51	\$18.74
Jsmith@exe.vi	009999	123	7/27/2014	1334	W	Shell - Equiva	UNLEADED	10.58	\$38.08

OFMS

Office of Fleet Management Services

From the Director

OFFICIAL USE ONLY

It seems like a simple statement, printed on every state license plate. Yet, it is becoming more and more ignored, forgotten and abused. I personally have witnessed state vehicles parked at grocery stores, restaurants, and sporting goods stores. While a few of these turned out to be legitimate uses, most were not.

Even though it may seem innocent enough, using the state car to run out to the bank or store on your lunch break or because it falls on your route is NOT official use. If you are not performing a function on behalf of the agency, do not use a state vehicle.

Remember, you are being watched and people are reporting your indiscretions. OFMS investigates all reports and takes these matters very seriously. It is up to you to be a good steward of taxpayer dollars.



DEPARTMENT OF
GENERAL SERVICES

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Distracted Driving

An article submitted by the Chairman of the Uniform Accident Prevention Committee

As a member of the Department of State Police, I have seen first-hand the devastating consequences and financial cost associated with motor vehicle crashes. Many of the crashes investigated by the Department of State Police are preventable if the drivers of the involved vehicles simply focused on driving and reduced unnecessary distractions. Operating a motor vehicle is a complex activity requiring the driver's full attention and focus.

I encourage anyone who thinks they can talk on their phone, text, apply makeup, or do any other distracting activity while driving, to review the following statistics from the National Highway Traffic Safety Administration (NHTSA):

- In 2012, 3,328 people were killed and approximately 421,000 were injured in motor vehicle crashes involving a distracted driver.
- **"As state employees operating Commonwealth-owned vehicles, we should be setting the example for safe vehicle operation."**
- Drivers who use hand-held devices are four times more likely to be involved in a serious crash. (Insurance Institute for Highway Safety)
- Nine percent of fatal crashes in 2010 were reported as distraction-affected crashes. (NHTSA)
- In 2011, 11 percent of all drivers under the age of 20 involved in fatal crashes were reported as distracted at the time of the crash. This age group had the largest proportion of drivers who were distracted. (NHTSA)

While these numbers may sound like "just statistics," they're anything but. They could be parents, children, neighbors and friends from right here in Virginia. There are too many sad tales of deaths, injuries and property damage that could have been prevented had drivers been paying attention to the road instead of someone or something else.

As state employees operating Commonwealth-owned vehicles, we should be setting the example for safe vehicle operation. I encourage each of you to evaluate your current driving habits and eliminate all unnecessary distractions so you can arrive at your destination safely.

Sincerely,

Captain F. Daniel Glick



Maintenance Corner

Vendor Payments:

In accordance with OFMS policies and procedures, all vehicle repairs to OFMS-owned vehicles must start and end with the VMCC. We have many new and experienced drivers who may be unaware of this policy or just need a reminder. This policy was established to streamline the maintenance process and make it easier for the drivers. The VMCC also is responsible for cost controls and to ensure state vehicles are properly maintained.

Additionally, when the VMCC approves repairs the drivers should not pay for them on OFMS-owned vehicles. If a vendor mistakenly attempts to charge your Voyager Card for maintenance services, please call the VMCC at 866-857-6866. They will pay the vendor for services they approve. Voyager cards should never be left with or provided to a vendor for payment.

Maintenance Tip: Tire Pressure

Now that fall has arrived, so have cooler temperatures and lower tire pressures. Temperature fluctuations will cause your tires to lose air. Make sure that you are monitoring your tire pressure and do not ignore a tire pressure warning light. When tires lose air pressure due to temperature changes, they each will lose a similar amount. If you notice that one tire is losing air quicker than the others, call the VMCC to set up an appointment to have the tire inspected.

FORUM 2014 Join Us

OFMS will be at the DGS FORUM at the Hampton Roads Convention Center, November 16-19.

OFMS will be holding a class on the proper procedures for leasing or buying vehicles as well as having a booth on the Expo Floor. For more information go to: <https://forum.dgs.virginia.gov/>

Hope to see you there.

General Motors Recalls

OFMS has been working on getting all affected vehicles to dealerships to have the repairs completed. Please be aware, however, there is a limited number of repair parts in the marketplace and we are scheduling repairs as soon as parts are available.

In the meantime, you may continue to drive your vehicle. Neither GM nor NHTSA have recommended against driving the vehicles. The current guidance suggests to remove excess weight from the key ring. While many vehicles have been repaired, there are still many that need to have the work completed. Thank you for your patience through this process.

ATO Spotlight

Tom Wilcox Department of Game and Inland Fisheries

If you were watching recent news releases, Tom's name may seem familiar. Tom recently was selected for the 2014 Governor's Award for Public Service for Workplace Health, Wellness and Safety. This award is well deserved for the extraordinary effort Tom put into ensuring vehicle



safety within his agency.

This past spring, Tom initiated an agency-wide Driver Safety Day. The State Police provided an impaired driving simulator and agency representatives conducted courses on how to properly change a spare tire. The day was fun, educational and brought an awareness of vehicle safety to the agency.



Vehicle Safety Planning

If your agency had a vehicle crash last year, your drivers contributed to over \$500,000 spent on repairable crashes to Commonwealth of Virginia owned vehicles. Total losses are not included in this calculation. Many factors are attributed to these expenditures and many can be reduced either through education, training or increased awareness. What is the right plan for your agency? Since all agencies have complex missions, the answers will be different. We can, however, assist you with either developing a plan or suggesting additional resources to help you reduce expenditures in this area.

One area of concern for the past three years has accounted for 15 percent of crashes to fleet vehicles each year. While the industry says that “one in four crashes is attributed to backing” our lower percentage is not cause for celebration. We must be cognizant of the fact that this number has stayed consistent for three years straight. The internet and fleet safety publications all list some simple tips that we can apply easily to our daily routines to reduce this risk. Surprisingly, no matter which resource you view the tips are very similar and some are listed below.

- Know your vehicle’s blind spots – Have a coworker accompany you to an open parking lot and practice backing maneuvers while they assist you with locating blind spots.
- Make a calculated parking decision – Pick a spot you can easily maneuver out of away from obtrusions.
- Avoid backing – Use a pull through spot when possible.
- Back in when you arrive – Not only does this alleviate right-of-way issues, you are normally more attentive before rather than after a meeting.
- Perform a walk around immediately before backing – Look for obstacles to avoid. Some companies require the use of cones when parking to ensure this practice is followed.
- Avoid blindside backing – Always back using the driver’s side versus the passenger side where visibility is limited.
- Use a spotter when possible – Additional eyes on the situation are always beneficial.
- Always perform backing maneuvers slowly and use the horn or flashers if necessary.

While these tips are not all inclusive, they are a good start to a safe backing program. For any additional information or for assistance with developing a plan, please contact Kevin Crain at 804-367-6982.

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